DIRECTORY OF ARCHIVAL MATERIALS

IN ADULT EDUCATION

by

J. ROBY KIDD
DUNCAN DUQUET
ANNE SNELL

for

THE DEPARTMENT OF ADULT EDUCATION
THE ONTARIO INSTITUTE FOR STUDIES IN EDUCATION
252 Bloor Street West
Toronto, Ontario

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FOREWORD

BY J.R. KIDD

It is hardly news that Canadians, as a people, are not known for extravagent expressions of respect and enthusiasm for history - how it is taught and written - or for buildings and artifacts produced by their forebears. It is true that packaged nostalgia has become a somewhat profitable business, particularly, in the form of antique auctions and sales. But the dicta of Maurice Hutton that "Canada's history is as dull as dishwater, and her politics are full of it" still expresses the view and attitude of many. Alas, people don't even remember Mr. Hutton, what he did, or anything else he ever said, but they do remember that.

All this is changing, we hear, and perhaps, over time, it will.

There are now several hundred new museums in Ontario, so many of them that custodial care, and heating, now constitutes a substantial annual charge. But, the written records of Canada's past, particularly our social history, that is the daily life and times of Canadians, are mildewed, still destroyed by being thrown away, burned, mashed up, bloated with water, blackened with dust, not by enemies seething with malice, but by friends and descendants, simply through neglect. It happens every day. Moreover, the vast history bank containing the most vital information, that is, the collective memories of men and women over fifty, is eroded every year when people die who held in their heads irreplaceable stores of information.

Meanwhile, most of us who tend to live in the "here and now", have been encountering a vast array of complex problems and of decisions to be made that demand some perspective over time. Slowly, it is being better understood that we need records, not just to nourish warm nostalgic feelings and sentiments, but for guidance and background for living today, and especially, for tomorrow. Any historian could have told us this, but we did not listen, and have had to learn it for ourselves. Consequently, the management of records, how to obtain them, how to maintain them, how to get access to them, how to relate them to contemporary sources of information, has become a central issue. People who call themselves archivists are not just interested in the protection of yesteryear's paper - they perceive themselves, and perform as the "managers of records". Trained archivists are still few in number; one bit of evidence of our not caring much for the past is that only now are we beginning seriously to provide training for the calling of archivist.

We have been speaking generally, but the lamentable lack of care of our heritage afflicts adult education as much as any other field. Perhaps, more so, since many records that do exist are still maintained in the attics, or basements of a former secretary or treasurer of organizations, and therefore subject to many forms of attrition.

However, it is encouraging to note that some of our organizations, such as Frontier College in the present, and Citizens' Forum in the past, provide gratifying evidence of what can, and should, be done with records and their history. In the case of Frontier College, a rich collection of oral history has been assembled in the form of taped interviews with earlier "labourer teachers."

An excellent example of sound archival practices in an educational institution is the Archive of the University of Toronto under the supervision of Professor David Rudkin.

It has been gratifying recently that there has been some attention and use of some of these archives by historians, novelists, dramatists, TV producers, and film makers, who have begun to discover and explore creatively the past half-century. This should be a reminder that we don't "own", we are "trustees", for these records of Canada's past.

The pages of the Directory that follow provide some clues in a fascinating search or quest, how and where to find out what transpired in adult education earlier in this century. It has been compiled by Anne Snell, and Duncan Duquet, with the assistance of a class at OISE on the Heritage of Adult Education, and with the cooperation of a number of organizations. The information is still sketchy; much of it remains incomplete. But, it is our hope that readers will be movedwhenever they find errors, discrepancies, or insufficient information, to send in the additions, or corrections to the Department of Adult Education, O.I.S.E., or the Canadian Association for Adult Ecucation.

Some additional information about record management, and other means to understand ourselves, and our past, and thus, get on more constructively to the fascinations of the future, is also provided.

Meeting to discuss these matters recently, a group of adult educationists recommended:

. Every organization should have a policy on archives and record management that should be stated as part of its constution or bylaws.

- Every organization should have a Committee (perhaps, its Executive) that takes responsibility for archive policy and practice.
- Every organization should have well-designed practices to collect and maintain systematically its basic records, and its publications, pictures, and other memorabilia.
- Every organization should make arrangements with some established archive (Ontario Government, library, university, museum) for the systematic transferal, and care, and favourable accessibility of its records.
- The Canadian Association for Adult Education, and the Ontario Association for Continuing Education, should be invited to set an example respecting their own record management, to recommend policies, and to engage official archives in assisting directly with these projects, including the provision of adequate access, as well as protection.

Does that process sound "dull as dishwater"? It is not; we are really talking about a treasure hunt! Bon chance.

ASSOCIATION FOR MEDIA AND TECHNOLOGY IN EDUCATION IN CANADA

Location of Archival Material

National Archives

Description of Archival Material

- Originals 1964-1972: 3 m.
- F.A. #999

Note: Complex and interesting history--many name changes!

THE CANADIAN ASSOCIATION IN SUPPORT OF THE NATIVE PEOPLE

Address

904 - 251 Laurier West
Ottawa, Ontario

(613) 236-7489 or
(613) 236-7224

Toronto Branch:
16 Spadina Road
Toronto, Ontario
(416) 964-0169.

Location of Archival Material

Trent University
Peterborough, Ontario
Thomas J. Bata Library
Archivist: Ken Johnston
(705) 748-1413.

Description of Archival Material

- Material up to 1960, 60 ft.

Condition of Access

Finding Aid--$20.00
Brief Introduction--$1.50

Contact:

Executive Director
Joanne Hoopal
904-251 Laurier West
Ottawa

Mrs. W. H. Clark
4 Lamport Avenue
Toronto, Ontario
923-6413.

CANADIAN ASSOCIATION FOR ADULT EDUCATION

Location of Archival Material

National Archives

Bulk of Records in the Ontario Archives

Description of Archival Material

National Archives:

- Photocopies, 1936-1964: 3 pages.
  Copied from the originals in possession of the Ontario Archives.

- Correspondence from Prime Ministers W. L. M. King, L. B. Pearson, and J. G. Diefenbaker.

Additional Sources of Information

National Archives: Canadian Jewish Congress, 1919

CAAE, 1954-1958: Originals, ½ inch
Projects and functions.

Shelves and boxes of largely unsorted material in storage (third floor) of the OISE Library (quite extensive).

Other Resources

Address

Canadian Teachers' Federation
110 Argyle Street
Ottawa, Ontario
(613) 232-1505

Contact

Librarian Ralph Beslin
NO: W.E.A. or Khaki University.

Library consolidated only in last five years, directed me to Fred Longly, Labour Canada Library.

CANADIAN CENTENARY COUNCIL

Life Span of Association

1963-1968.

Location of Archival Material

National Archives

Description of Archival Material

- Originals, 1958-1967, 16.2 m.

Contact

Mr. Alan Clarke
Director
The Centre for Community Development
Algonquin College of Applied Arts & Technology
Woodroffe Campus
1385 Woodroffe Avenue
Ottawa, Ontario
K2G 1V8

Additional Sources of Information

National Archives: SISE, Hazen Edward.

CANADIAN CITIZENSHIP COUNCIL

Life Span of Association

1941-1971.

Location of Archival Material

National Archives.

Description of Archival Material

- Originals, 1941-1971, 10.8 m., F. A. #4.
  (CCC ceased to exist in 1969).

Contact

Mr. Alan Clarke
Director
The Centre for Community Development
Algonquin College of Applied Arts & Technology
Woodroffe Campus
1385 Woodroffe Avenue
Ottawa, Ontario
K2G 1V8
(613) 725-7267.

CANADIAN CIVIL LIBERTIES UNION

Life Span of Association

Established 1937.

Location of Archival Material

National Archives.

Description of Archival Material

- Originals, 1947, 21 pages.

Additional Sources of Information

National Archives: MacBETH, Madge, F.A. #367, p. 27, 1939. (1 item)

Macphail Papers, F.A. #107 (1 item)

CANADIAN GAY ARCHIVES

Address

Box 639
Station "A"
Toronto, Ontario
M5W 1G2

(416) 977-6320

Life Span of Assocation

1973-1975 (Canadian Gay Liberation Movement Archives)
1975-present (name changed).

Location of Archival Material

24 Duncan Street, 5th Floor
Toronto.

Description of Archival Material

- Topics (in order of priority); Homosexuality; Gay Liberation Movement; Pornography/Censorship; Transexualism/Transvestism.
- Records of gay organizations.
- Papers of gay activists.
- Subject files on Canadian and foreign gay organizations.
- Gay periodicals (over 600 titles).
- Non-gay periodicals (over 3,000 articles).
- Newspaper clippings (12,000)
- Books (1,500)
- Audio tapes (200 hours)
- Videotapes (10 tapes)
- Posters (200), artifacts.
- Photographs (2,000).
- 170 feet of records and periodicals; also books, posters, audio/visual tapes.

Contact

James Fraser

Alan Miller

CANADIAN INSTITUTE OF INTERNATIONAL AFFAIRS

Address

15 Kings College Circle
University of Toronto
Toronto, Ontario

(416) 979-1851

Life Span of Association

Established 1928

Location of Archival Material

National Archives

Description of Archival Material

- Originals, 1911; 1925-1976: 4.4 m. Microfilm, 5 reels, M-4618 to M-4622. F.A. #1081.
- Material includes material on Institute of Pacific Relations.
- Minute books, 1928-1961; five reels.
- TARR, Edgar J., 1932-1961.
- NELSON, John, 1925-1932.
- MacKENZIE, Norman A. M., 1911; 1927-1966.
- Conferences, 1931; 1946-1969.
- General correspondence, 1941-1968.
- General, 1930-1976.
- Institute of Current World Affairs, 1961-1974: 10 file folders.
- Presented in 1978.

Contact

Edna Neal.

Additional Sources of Information

U.N. Depository Library maintained Minutes on tape, 1926-1961; copies at National Office.

CANADIAN INSTITUTE ON PUBLIC AFFAIRS

Address

20 Eglinton Avenue East
Toronto, Ontario
M4P 1A9

(416) 489-9212

Life Span of Association

Established 1932: originally Canadian Institute on Economics and Politics (1932); changed to Canadian Institute on Public Affairs in 1940.

Location of Archival Material

National Archives

Description of Archival Material

- Originals, 1954-1970: 1.4 m., F.A. #812
- Presented in 1976 by Ian H. McDonald of Toronto.
- Couchiching on Summer Conferences, 1960-1969.
- Winter Conferences, 1964-1969.
- Other Conferences and Seminars, 1961-1969.
- Administrative Papers, 1954-1970.
- Finances, 1956-1970.

Contact

Mike Wilson
Executive Director
Couchiching Institute
20 Eglinton Avenue East.
Toronto, Ontario M4P 1A9

Mr. R. K. Swinton
56 Heath Street West
Toronto, Ontario
M4V 1T4
(416) 961-8482

Contact (cont'd)

Manual Zack
Assistant to the President
McMaster University
Hamilton, Ontario.

R. E. G. (Dick) Davis
Toronto, Ontario
(First Secretary General of CIPA)

Additional Sources of Information

See attached list of publications still available from Couchiching Institute.

CANADIAN LABOUR CONGRESS

Address

2841 Riverside Drive
Ottawa, Ontario
K1V 8N4

(613) 521-3400

Location of Archival Material

National Archives.

Description of Archival Material

- Finding Aid #492 (extensive!)
  (access restricted)

- Trades and Labour Congress, 1883-1956 (only a portion of T.L.C. records; the others were destroyed about the time of the merger in 1956).

- Canadian Congress of Labour, 1927-1958.

- Canadian Labour Congress.

- More under process.

Contact

CLC Librarian
Dawn Dopson
2841 Riverside Drive
Ottawa, Ontario
K1V 8N4
(613) 521-3400
- Library founded in 1962. All archival material transferred to National Archives.

Additional Sources of Information

CLC Labour Education and Studies Centre
- Is producing videotapes of leaders prominent in Canadian labour history (about 16 completed to date).
  731-3052.

CANADIAN LABOUR FILM COMMITTEE

Address

Basement
West Memorial Building
344 Wellington Street
Ottawa, Ontario

Location of Archival Material

National Film Library Archives
(613) 995-1311

Description of Archival Material

- 1 file, containing description of Committee in French and English, from 1950-1963.

- 1962 members: CLC M. Swerdlow, J. Williams, G. Markle, H. Kelman; Confederation des Syndicales Nationaux, F. Jolicoeur, R. Martel; Canadian Film Institute, R. Little; National Film Board, W. Cosman, G. Donovan; Consultant Members: CAAE, A. Thomas; Department of Labour, G. G. Blackburn; Department of Citizenship & Immigration, J. M. McGullagh.

- Canadian Film Institute Bulletin Sept. 1955.

  "Kits" Discussion Guides, leaflets, manual (sample kit). re. racial and religious prejudice.

- Lists of films distributed through C.F.I.

  "Labour Circuits" and "Industrial Circuits".

  Films like The Shop Steward still available.

- Copy of Movies for the People, The Story of the N.F.B.'s Unique Distribution System, by C. W. Gray, January 1973.

Contact

Margaret Britt

Pam Bruce

Additional Sources of Information

A. L. (Bert) Hepworth (formerly of Canadian Brotherhood of Railway and Transport and General Workers Union)
61 Eisenhower Crescent
Box 1239, R.R. #2
Ottawa, Ontario
K2C 3H1
(613) 925-3389

CITIZENS' FORUM

Life Span of Association

1915-1967.

Location of Archival Material

National Archives

Ontario Archives

Description of Archival Material

National Archives:

- No originals

- AVISON, H. R. C.

Ontario Archives:

- CAAE F.A., including some Kinescopes.

Contact

Miss Isabel Wilson
18 Belsize Drive
Toronto, Ontario
M5A 1L4
(416) 483-7832

Additional Sources of Information

List of Broadcasts still available from C.B.C. Archives.

CO-OPERATIVE COMMITTEE ON JAPANESE CANADIANS

Life Span of Association

1942-1956.

Location of Archival Material

National Archives.

Description of Archival Material

- Originals, 1942-1956, 29 cm., photocopies, 1943-1946, 1 cm., F.A. #341.
  Presented in 1958 by the former secretary, Miss M. K. Boos, and copies of minutes 1943-1946 presented in 1977 from McMaster University Library (Edith Fowke Papers).

Contact

Edith Fowke
5 Notley Place
Toronto, Ontario
(416) 757-2984

Additional Sources of Information

National Archives: Japanese Canadian Citizens Association
Originals 1942-1943, 3.5 cm.
(In process: see National Ethnic Archives Section)
October 1976, M. Hopkins.

Japanese Canadiana Collection
Originals, 1918-1973, 2.5 cm., photocopies 2.5 cm.,
re. internment.

Raymont (Alberta) Young Peoples Society, 1942-1947, 1 cm.
Social organization; membership largely Japanese-Canadian.

TUCKER, M. Grace.

CHERNIACK, Saul M. (Lawyer), 1942-1951.
Correspondence, 1942-1951; 1976.
Case files, 1946-1951.

BREWIN, Francis Andrew, 1946-1951.

TAKADO, Minuro, 1946, 1948.

"Bird Commission", Royal Commission on Japanese Property Losses, 1947-1950. (97 boxes in Public Records Division).

COOPERATIVE UNION OF CANADA

Location of Archival Material

National Archives

Description of Archival Material

- Original papers, 1906-1952: 85 feet, F.A. #494.

Additional Sources of Information

Films on co-operatives circulated by the Canadian Film Institute.

FEDERATION OF WOMEN'S INSTITUTES OF CANADA

Address

Room 28
46 Elgin Street
Ottawa, Ontario
K1P 5L5

(613) 234-1090

Location of Archival Material

Have discussed sending material to National Archives, but have not done so.

Provincial material: Provincial offices.

National material, 1915-present: National offices, filed in three-year periods.

Additional Sources of Information

National Archives: Women's Institute of Stoney Creek (1897-1904; 1921), 2½ inches.
(a) Minutes, 1897-1904.
(b) Historical sketch, 1921, Vol. 2, 2 pages.

Palermo (Ontario) Women's Institute (1903-1958).
50 pages xerox.
Minute book recording monthly meetings and finances.

Provincial Archives of British Columbia:

Women's Institute, Advisory Board of Women's Institutes of British Columbia, established 1911.

Public Archives of Manitoba:

Women's Institute of Manitoba, Oak Bluff, Manitoba.

Federations of Women's Institutes of Ontario:
Mrs. Armstrong
1200 Bay Street, 5th Floor
Toronto, Ontario
M5R 2A6
(416) 965-1421
Ontario Curator: Mrs. Fred Howe, Embro, Ontario. (519) 475-4065.

Tweedsmuir histories--brought up-to-date and retained by local institutes--no attempt to gather, publish or keep centrally copies of originals.

Hoodless Homestead, Erin Lee, Ontario.
Will eventually be historical museum. (Possibility)

FELLOWSHIP FOR CHRISTIAN SOCIAL ORDER

Location of Archival Material

National Archives

Description of Archival Material

- No originals.
- HOLTOM, Edith Ellen
- FORSEY, Eugene Alfred
- AVISON, H. R. C.

FELLOWSHIP OF RECONCILIATION

Address

No headquarters per se (see contact persons).

Life Span of Association

Established 1918.
However, little activity today. At peak, here, in period during and immediately following World War II, Chapters in every major Canadian city.

Location of Archival Material

Peace Library, McMaster University

Description of Archival Material

- 10-16 copies of Monthly, Reconciliation, published between 1944 and 1948, by Fellowship, Edited by A. G. Watson and E. Folke.

Conditions of Access

No special conditions for access.

Contact

Mr. Albert G. Watson
44 Jackes Avenue, #122
Toronto, Ontario
M4T 1E5
(416) 925-6074
- Was executive director, 1944-1946.

Additional Sources of Information

Edith Folke
York University

Dr. George Tatham
Walmer Road
Toronto, Ontario

Dr. E. Best
Department of Religious Studies
Victoria College
University of Toronto

- Dr. Tatham and Dr. Best were active members, "tie-in" to religious organizations; pacifist ministers.

Location of Archival Material

National Archives

Description of Archival Material

- Originals, 1937-1971: 3 cm.
- Presented in 1978 by Miss L. E. Westell, Ottawa.
- Correspondence, manuscripts, printed material.
- In process: See Social/Cultural Archives Section

Additional Sources of Information

National Archives: HOLTOM, Edith Ellen

FRONTIER COLLEGE

Life Span of Association

Established 1899.

Location of Archival Material

National Archives

Description of Archival Material

- Originals, 1874-1975, 59.92 m., F.A. #736.

- Plus Frontier College Photo collection 5000, transferred to the National Photo collection.

Contact

Mr. Jack Pearpoint
President
Frontier College
31 Jackes Avenue
Toronto, Ontario.
M4T 1E2
(416) 923-3591

George Cook
Chairman
Historical Committee.

Additional Sources of Information

National Archives: Canadian Citizenship Council, F.A. #4.

Frontier College: Extensive effort to interview former teachers to record their experiences on videotape.

INDIAN ESKIMO ASSOCIATION OF CANADA

Life Span of Association

1956-1968.

Location of Archival Material

National Archives

Description of Archival Material

- see Canadian Citizenship Council, F.A. #4.

THE KHAKI UNIVERSITY OF CANADA

Address

Department of National Defence
Directorate of History
112 Besserer Street, 3rd Floor
Ottawa, Ontario
(613) 992-3956

Mailing Address:
National Defence Headquarters
101 Colonel By Drive
Ottawa, Ontario
K1A 0K2

Location of Archival Material

National Archives

National Defence

Description of Archival Material

National Archives:

- Originals, n.d., 1945-1949, 11.25 cm., photocopies, n.d., 1.25 cm.
  "The Khaki University of Canada opened in Leavesden, England, in September 1945, to help Canadian soldiers awaiting repatriation to return to civilian life. 13,358 students received training through its Department of Extension. Courses were offered in medicine, education, law, and other subjects. These served primarily to prepare students to enter university on a full-time basis."

- Photos transferred to the National Photo Collection.

- Two university calendars, 1945 and 1946; handbooks; lists of students and faculty; an unpublished history entitled "The Khaki University of Canada in the United Kingdom--An Experiment in Post-War Education, 1945-1946" (Vols. 1 and 2).

National Defence:

- Report 1945-1946, The Khaki University in the United Kingdom.

- Two files of correspondence, meetings, publications, policy.

- Brief history; student standards.

- Prospectus, calendar, prints.

- Another brief history.

Contact

Association of University and Colleges Library
Barbara Hicks
151 Slater Street, 11th Floor
Ottawa, Ontario
(613) 563-3582.

Peter Magwood
Veteran's Affairs Department
Library
284 Wellington Street
Ottawa, Ontario
(613) 992-4234
- "Rehabilitation" 1950 Assisted education after World War II.

Mr. MacIntyre
Department of National Defence
Directorate of History
112 Besserer Street, 3rd Floor
Ottawa, Ontario
(613) 992-3957.

Additional Sources of Information

National Archives: TORY, Henry Marshall, 1864-1947 (Educator).
See Vol. 2-15, covering Khaki University 1917-1922.
(In 1917-1918, Tory organized and presided over the Khaki University overseas.)
These are very extensive records, including publications, reports, texts, etc.

McCONNELL, William Fishbourne
(Chaplain in World War I--correspondence re. Khaki University.)

Public Records Division, 7th Floor:
Talk to Glen Wright or Barbara Wilson
R.G. 24 vol. 1742 file #DHS 4-25
R.G. 24 vol. 1921 file #HQ 683-1107-1
and potentially much more.

Prime Minister Borden's papers for World War I.

Prime Minister King's papers for World War II.

Attached list of sources in the National Archives. Made up in 1966, this list is incomplete and call numbers may be inaccurate, but point to further areas to be investigated.

Additional Sources of Information (cont'd)

University of Alberta Archives:
- More papers, Tory, Henry Marshall (1864-1947), including material on Khaki University, World War I.

Association of University and Colleges Library:
- A copy of "The Khaki University of Canada in the United Kingdom--An Experiment in Post-War Army Education, 1945-1946." Petri, J. R. (Ed.). Levesden, England, 1946, v. 2241. 36 cm.

Veteran's Affairs Department
Library
284 Wellington Street
Ottawa, Ontario

LABOUR COLLEGE OF CANADA

Life Span of Association

Established 1962.

Location of Archival Material

National Archives.

Description of Archival Material

- Originals, 1962-1975: 2.6 m.
- In Process: See Economic/Scientific Section.

LEAGUE OF NATIONS SOCIETY IN CANADA

Location of Archival Material

National Archives.

Description of Archival Material

- 1925-1942: minutes, correspondence, publicity material.
  3 ft., 8 inches, F.A. #437
  Six cross-references in general index.

NATIONAL COUNCIL OF WOMEN IN CANADA

Address

20 - 270 Maclaren
Ottawa, Ontario

(613) 233-4953

Life Span of Association

Established 1893.

Location of Archival Material

National Archives.

Description of Archival Material

- Originals, 1893-1963; 1967., 7.9 m., F.A. #694.

- Originals 1929-1968, 2.25 m., in process.

Additional Sources of Information

National Archives: Ottawa Local Council of Women
Originals 1894-1974, 1.3 m., F.A. #223.

Montreal Council of Women (est. 1893)
Originals 1893-1973, 2.44 m., F.A. #1024.

International Council of Women (est. 1893)
Originals 1904-1939, 7.8 m., in process, access restricted. Presented in 1976 by National Council of Women in Canada. Correspondence.

NATIONAL FARM RADIO FORUM

Life Span of Association

1940-1965.

Location of Archival Material

National Archives.

Description of Archival Material

- Vols. 1-119, 39 feet, 6 inches. Access: F.A. #10
- CBC: Canadian Federation of Agriculture
- CAAE
- National Office Records
- Ontario Farm Radio Forum - Rural Learning Association
- Quebec Farm Radio Forum
- Alberta Farm Radio Forum

Contact

Edith Storr
23 Elderfield Crescent
Etobicoke, Ontario
M9C 3K7
(416) 621-1758

Additional Sources of Information

Edith Storr (address above)
- Has at her home: copies of the guides and newsletters
8-millimeter film produced by self
a few tapes of broadcasts.

National Archives: SHUGG, Orville John Williams, 1936-1968.

Canadian Federation of Agriculture, 1942-1958.
Access: F.A. 587

Dr. Rodger Schwass
Dean, Environmental Studies
York University
4700 Keele Street
Downsview, Ontario. M3J 1P3
(Ph.D. Thesis)

ONTARIO ASSOCIATION FOR CONTINUING EDUCATION (O.A.C.E.)

Address

8 York Street, 7th Floor
Toronto, Ontario
M5J 1R2

(416) 366-2374.

Life Span of Association

Established 1966.

Location of Archival Material

8 York Street, 7th Floor
Toronto, Ontario
M5J 1R2

Description of Archival Material

- Information on organization.
- Minutes of board meetings, executive meetings (quality varies--for example, for 1973-1979, there are summary minutes).
- Budgets.
- Annual Reports.
- Mostly print, a few cassette tapes (possibly information on organization, or interviews with past members of the board).
- From Spring 1979 material is organized; before that date mostly unorganized.
- 4 boxes, 4 filing drawers.

Contact

Ann Drury
Secretary of OACE
8 York Street, 7th Floor
Toronto, Ontario
M5J 1R2

Eleanor Christopherson, President (until June 1980).
Metro Social Planning Council
185 Bloor Street East, 3rd Floor
Toronto, Ontario
(416) 923-2908

Contact (cont'd)

Lynn Davie, Past President
Assistant Coordinator
Graduate Studies
Ontario Institute for Studies in Education
252 Bloor Street West
Toronto, Ontario
M5S 1V6
(416) 923-6641

Peter Finestone
Department of Adult Education
Ontario Institute for Studies in Education
252 Bloor Street West
Toronto, Ontario
M5S 1V6
(416) 923-6641, ext. 357,
or at OACE, York Street, Toronto.

ONTARIO FEDERATION OF LABOUR

Location of Archival Material

National Archives

Description of Archival Material

- Originals, 1944-1976: 2 m., F.A. #920
- Including Annual Educational Conferences.
- Files of Henry Weisbach as Education Director
- Education department files.
- Canadian Labour Congress, Volume 266.

Access to Archival Material

- Access restricted to originals.

ONTARIO LABOUR COMMITTEE FOR HUMAN RIGHTS

Location of Archival Material

National Archives.

Description of Archival Material

- Originals, 1945-1972: 26 feet, F.A. #68.

ONTARIO RURAL LEARNING ASSOCIATION

Life Span of Association

1953-1965.

Location of Archival Material

National Archives.

Description of Archival Material

- The Ontario Rural Leadership Committee was formed in 1953, consisting of representatives from six farm organizations and two government departments, for the purpose of providing one and two day leadership forums at the county level. In 1957, the format was changed and its main function became to provide annual one week leadership forums. These forums had two main aims: to develop an awareness of the social and economic factors affecting rural life, and to teach leadership at the rural level. In 1965, it amalgamated with the Ontario Farm Radio Forum and the Ontario Folk School Council to form the Rural Learning Association.

- Minutes, constitution, articles, historical records, photos, news clippings, financial records. Presented by Rural Learning Association, Toronto, in 1971.

- Originals, 1953-1965: 4 inches.

- Ontario Folk School Council, 1948-1964.

- Originals, 1948-1966: 1 foot, 4 inches.

RURAL LEARNING ASSOCIATION

Address

R.R. #1
Hastings, Ontario
K0L 1Y0

Life Span of Association

1965: Amalgamation of Ontario Farm Radio Forum, Ontario Folk School Council, and Rural Leadership Forum.

Location of Archival Material

National Archives.

Description of Archival Material

- see entries for amalgamated groups:

National Farm Radio Forum
F.A. #10
Section II, Ontario Farm Radio Forum

Ontario Folk School Council

Ontario Rural Leadership Forum

Contact

Secretary: Victor Morrow

Additional Sources of Information

Edith Storr
28 Elderfield Crescent
Etobicoke, Ontario
M9C 3K7
(416) 621-1758
Has some materials on beginnings.

UNITED NATIONS ASSOCIATION IN CANADA

Address

63 Sparks Street
Suite 808
Ottawa, Ontario
K1P 5A6

(613) 232-5751

Toronto Office:
2160 Yonge Street (at Eglinton)
Toronto, Ontario

Location of Archival Material

National Archives

Toronto Office, United Nations Association in Canada.

Description of Archival Material

National Archives:

- Originals, 1960-1972, 12 m.

- Correspondence, memoranda and publications.
  Access restricted.

- In process: see Social/Cultural Archives Section, October 1978.
  Presented by Mr. J. Bourget, United Nations Association in Canada, Ottawa.

Toronto Office:

- The National office moved to Ottawa in the 1960's, and although some material was transferred there and eventually to the National Archives, there is still significant historical materials in the Toronto office, e.g., book of minutes, 1934-35.

Contact

National Office:

Executive Director, Mr. Wirick, (613) 232-5751.

Information Officer, Miss Brigitte Doneit, (613) 232-5751.

Toronto Office: Carol Belgiorgio.

National President, Mrs. Thelma Baker, Toronto. (416) 233-2534.

Additional Sources of Information

National Archives: Canadian Commission for UNESCO.

COHEN, Maxwell.

Mrs. Constance Wrenshall (Past President, Toronto Branch)
586 Hillsdale East
Toronto, Ontario
(416) 481-5365
- Personal papers; minutes of Toronto's Women's Branch (dissolved 10 years ago); copies of publications, etc., in storage at her home.

Mrs. Clair Ward
889-7798
- Work during World Refugee Year.

VOICE OF WOMEN

Address

National Office:
175 Carlton Street
Toronto, Ontario

922-2997

Life Span of Association

Established 1960.

Location of Archival Material

National Archives.

Description of Archival Material

- Originals, 1959-1973, 1.7 m., F.A. #377.

Contact

Ms. Kay Macpherson
32 Boswell Avenue
Toronto, Ontario
(416) 485-4268

or at N.A.C., 922-3246.

Additional Sources of Information

National Archives: HOLTOM, Edith Ellen

Canadian Federation of University Women, 1971, F.A. #923.

WORKERS' EDUCATIONAL ASSOCIATION

Address

134 Carlton Street
Toronto, Ontario
M5A 2K1

(416) 924-2275

Location of Archival Material

National Archives

Canadian Labour Council

Labour Council of Metropolitan Toronto

Extensive material in the Ontario Archives

Extensive material in the McGill Archives

The University of Toronto Archives
120 St. George Street
Toronto, Ontario
Contact: Mr. Bob Taylor-Vaisey, 978-5342

Description of Archival Material

National Archives:

- Collection: 25 issues of the monthly bulletin of the Labour Research Institute from 1935-43. Presented in 1972 by Donald Montgomery, President, Toronto District Labour Council.

- Originals, 1935-43: 2½ inches.

University of Toronto Archives:

- Golden Jubilee booklet on W.E.A., 1903-1953 (extensive history, including material on leaders, etc.)

- File of newspaper clippings.

- In annual Presidents' Reports, read reports of W. J. Dunlop, Director of Extension Department (years 1923-1939).

- University of Toronto Monthly, Vol. XXII, January, 1922, #4. (Publication of the Alumni Association) "The Workers' Educational Association", by W. S. Miller, Professor of Greek and Roman History.

Description of Archival Material (cont'd)

University of Toronto Archives:

- University of Toronto Monthly, Vol. XXVII, May, 1927. "The W.E.A.", by W. J. Dunlop, Director of Extension.

- And more? (Note especially controversy in 1927.)

Labour Council of Metropolitan Toronto:

- Subject files, 1937-39, arranged 1956-71 primarily by year.

Access

Canadian Labour Council: F.A. #492 (access restricted).

Contact

President: Jim Pole-Langdon
248-9235

Additional Sources of Information

Labour Canada Library
2 Place de
Hull, P.Q.
(819) 997-3540
Contact: Mr. Fred Longly
(see attached list for holdings)

Mr. A. L. (Bert) Hepworth
61 Eisenhower Crescent
Box 1239, R. R. #2
Ottawa, Ontario
K2C 3H1
(514) 825-3389
Has a personal file on W.E.A.

YOUNG MEN'S CHRISTIAN ASSOCIATION
NATIONAL COUNCIL

Life Span of Association

Established 1912.

Location of Archival Material

National Archives.

Description of Archival Material

- Originals 1856-1974: 16.17 m.
- Plus material up to 1978 in process.
- F.A. #212

Access to Archival Material

Access restricted.

YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF CANADA

Location of Archival Material

National Archives.

Description of Archival Material

- Originals, 1870-1973: 9.90 m. F.A. #926

- Montreal Y.W.C.A., 1874-1970

Access to Archival Material

- In process, access restricted.

Contact

Miss Agnes Roy
97 Boulton Drive
Toronto, Ontario
M4V 2V5
(416) 922-0122

APPENDIX A

THE MANAGEMENT OF RECORDS

David Rudkin

Chief Archivist, University of Toronto

(Address on archival policies and practices to a seminar on the Heritage of Adult Education, O.I.S.E., February, 1980)

I will start with some fairly general statements and then proceed with more particular applications, using the University of Toronto Archives, with which I am most familiar, to illustrate the points I am trying to make. I will allow a fair amount of time afterwards for questions. And I hope you will ask questions, because otherwise I won't know whether you are awake or not or indeed interested.

I don't know how much members of this group know about archives to begin with but it's very important, I think, to have, from the outset, a very sound knowledge of what an archives is and what it is supposed to be doing. This seems self-evident, but perhaps it is not.

Archives are very often confused in the public mind with libraries and that is unfortunate in many ways because their function is quite different. And very often there is unnecessary conflict between archivists and librarians, as one tries to encroach on what properly belongs to the other's area of jurisdiction. While archives do have a research role, just as libraries do, they also serve an administrative function which libraries do not. That is to say, archives are very much tied in with the indigenous records of the institution they serve.

Before proceeding further, I should probably say that it is difficult to say just what an "archives" is, because there are so many different types of archives and so many different perceptions of what is meant

by the term. Someone who just bundles a lot of obsolete records into a closet is often as convinced that he or she is creating an archives as the government which provides for the disposition of its records by statutory authority. What constitutes archival material also varies considerably. Some archives are restricted to official records; others will include just about any form of record. The areas of interests which often guide collecting policies and help to establish the parameters for collecting are also quite varied, so it is very difficult to say just what an archives is. What I am attempting to describe here, I suppose, is an idealized type of archives, or one type at least. Whether it is ideal, I guess, is questionable.

Most archives, as I began to say, do deal with the records of the institution which sponsors them, whether it is a government, or a university, or a religious body, or a business. And so in the case of the University of Toronto, the U of T Archives is concerned primarily with the records of the University itself. Now our mandate goes a little beyond that to include the private papers of members of the faculty who have been associated with the University for a long time as well as the publications of the University and theses produced by students in the School of Graduate Studies. All of these things can be justifiably included in an archives but they aren't necessarily part of an archives. Anyway, as I was saying, because archives are concerned with the organizational records of their parent bodies, they have to take an interest in how those records came to be created in the first place and after they were created, how they were looked after within the offices they were created for. Obviously records are not created for the purpose of becoming archives. They are created initially in connection with transactions and it is only after these have been completed and the records associated with them are no longer current that consideration is given to transferring them to an archives. And then not all the non-current records are desirable. A lot of them can be considered as facilitative only and should be thrown away. We,

that is to say, archives, are interested only in the substantive types of records which are produced.

To get back, for a moment, to the distinction between archives and libraries. It may sound a bit ludicrous, but comparing the two is not unlike drawing an analogy between a dam and a swimming pool. Like a dam, what the archives is really doing is collecting material that flows into it naturally, material that comes from within the organizational watershed. It is akin to putting something across a stream and holding back a certain amount of it. The library, on the other hand is a more artificial unit, like a swimming pool. Material in the library need have no bearing whatsoever on the administration of the institution that sponsors the library. So it's almost like bringing in water from another source and storing it in something that was artificially constructed for the simple purpose of containing that water - a sort of cultural tank. This is rather a simplistic analogy, I know, but, I think, a valid one. If you look at it in another way, the material that comes into an archives almost collects itself whereas that which is brought into a library is collected. This, I think, is an essential difference between archival and library material.

As I said, the main purpose of the archives is to bring in the records of the organization that it is associated with and it's very important that the people who hope to derive information from the records know precisely what they can hope to find there. In any organization, the organization chart is not a particularly useful guide to the way in which the organization actually functions. Very often, however, the records are. So it is the responsibility of the archives, if it is going to enhance knowledge of the organization, to keep the records in a way that will aid people who are trying to find out what the informal sorts of arrangements within the larger body are. And so one of the basic principles of archives is to identify material with its source, that is, its provenance. If, for example, certain material in the University of Toronto Archives came

from the Office of the President of the University, it would be identified with the President's Office. It wouldn't simply be taken over and rearranged into subject categories. It would be kept intact and related to the President's Office.

By the same token, if you want to enhance knowledge of an office through the records it gives rise to, you will have to preserve the relative relationship among the different files of materials. If you want to put this approach in a different context, compare it with that of the archaeologist. On an archaeological dig, the various artifacts uncovered are very carefully studied and the context in which they are found faithfully noted. The archaeologist, as you know, goes to great pains to report where an artefact was actually found and at what level, what its relative position to other objects was, what the attitude of the material was, and so forth. Basically, archivists do the same thing with their records. They try to fit the records into a larger context so that they will tell them more about the office that produced them. This is really the second major principle of archives, that is respect for the original order of things. So these two principles: attention to the provenance or source of the material and respect for its original order underlie everything the archivist does. Everything hangs on them, and they must be kept uppermost in the mind of anyone actually running an archives.

The usual operations of an archives involve locating the material, acquiring it, processing it, servicing it, making it more accessible, ensuring that it is preserved and publicizing it. I will deal with each of these in turn and attempt to relate them back to the two basic principles of archives.

Locating the Material

Locating material is always a problem. First of all you have to know something about the way the parent organization is set up. You have to know which are the major centres of authority because they

obviously will produce the most important records. That's where policy comes from; that's where the major decisions come from. So in order to locate the material you would have to know a good deal about the institution and about its legal basis. What legislation was responsible for setting it up and to whom does it assign primary authority?

As I go through this I will compare it with the way in which librarians carry out comparable functions. When I say "librarians" I am not speaking of those involved in special collections but those filling more traditional library roles. A librarian looking for books for a library has the advantage of a publisher's (or bookseller's) catalogue. The archivist, unfortunately, doesn't have that because he is not dealing with published material; he is dealing with unique material that wasn't even intended to be published. So he has to locate the material where it was generated, that is, in the administrative office.

Acquiring the Material

Once the material has been located, the archivist has the task of persuading whoever has generated it to part with it. Now that's not always easy either, especially at universities. Professors (and administrators) tend to develop a proprietary interest in the records of their divisions and are reluctant to part with them even when you make the case that they are really part of their official functions rather than personal possessions. The other problem with acquiring material is that the process of gathering it in tends not to be systematic and you end up being the recipient of people's refuse. The only way to really overcome that problem is to try to look at the material before it is being considered for the archives. Don't wait until it has been emptied out of filing cabinets, stored beside the furnace for twenty years, covered with dust, etc., and then hope to make some sense of it. It's very difficult to process at that point and it will be considerably diminished in value. What is really needed preparatory to acquiring the material, is for the

archivist to go into the offices where records are being created and to inventory the type of records that are being raised. Basically what you are trying to do here is to establish a records management programme so that you can see by what process records are being created, what these records are, which of them are likely to be useful as archival documents and which are never again going to be worth anything. In order to gain this perspective, you have to examine existing filing systems and conduct an inventory of records that exist within the administrative offices. Beyond that, you have to analyse the records described in the inventory to determine which of the records must be kept. Legal and fiscal considerations as well as historical ones may weigh in the decision. So you analyse the records and determine if they are going to be useful. The next step is to schedule those records, that is the valuable ones, stipulating that they go to the archives after a certain length of time has elapsed. Now this process of inventorying, appraising and scheduling records, is putting the whole business of acquisition on a systematic basis. You are not leaving anything to chance. You are, in effect, earmarking certain material for the archives and preferably you will be doing this on the authority of your institution so that you have some sort of support for the system that is being carried out. Very often that support will not be forthcoming and you will have to resort to personal persuasion, etc., to get people to transfer material to you.

In the case of the University of Toronto, an institution that is over one hundred and fifty years old, and has an operating budget well in excess of two hundred million dollars annually, fifty thousand students and several thousand staff, and one hundred and twenty-five or so separate records-generating divisions, such an ad hoc approach is hopeless. There's no way in the world that you could go around and talk to everybody about the transfer of records. Particularly, since records are usually the responsibility of clerks and secretaries, and the turnover rate among these employees is typically quite high. Trying to run an archives on the basis of gifts grudgingly bestowed is next to impossible and if you can possibly avoid such a situation, do so.

The Processing of Material

Once the material comes in, what do you do with it? Well, if you have the records scheduled, obviously you will have been able to do some of the processing already. You will have already been able to identify the material with the office that generated it. You will have an inventory of it, an inventory that will include the type of material, the name of the records series, the purpose that the series of records fulfils within the organization, the outside dates, and many other important facts. If you have that to begin with - and if, as I said earlier, the best way of organizing it is not to organize it at all but to keep the organization that is there - the work is very much simplified. As far as processing material is concerned, the work remaining to be done is largely physical. It involves cleaning the records up, that is, going through the papers removing paper clips and staples, putting the documents in new file folders, and that kind of thing.

Before you even get to that stage, however, there are certain things you have to do. One, naturally, would be to acknowledge receipt of the material. So that people - yourself included - would know in general terms what was available, the accession would have to be recorded in some kind of permanent register. Then, as I mentioned, the task of sorting and arranging the material involves, in ideal circumstances, mainly cleaning it up.

Now most of us operate under conditions that are far from ideal, in which series of records are not in an original order that can be clearly identified. You are then faced with having to impose some kind of order on them or trying to discern what is not obvious. That leads to quite a few complications. The other difficulty is that you get an awful lot of junk mixed in with some very good material, and you have to ge through the material, item by item, document by document, and sift out the wheat from the chaff. It's very painful when you have to do it this way. Archivists appraise material generally in bulk. They do it on the basis of files and series of files, not on the basis of individual documents.

Once some kind of order is established, the same approach which I outlined earlier applies. You still have to go through the material, clean it up, put it in new file folders, new boxes, etc. Then it has to be described.

Bearing in mind the archival principles already discussed, the description will haye to indicate where the material came from and will, in similar fashion to the records inventory, give information concerning the time span covered by the material, its extent, and what it deals with.

Boxing and Shelving of the Material

The material can come into the archives in a variety of ways, from ordinary cardboard cartons to transfer cases. Since most of the original containers are not conducive to the preservation of archival material we usually rebox it all into proper archival storage containers which are essentially acid-free.

Because a lot of archival material is legal size or longer, it's fairly common to use legal size archival boxes to store it. These do not fit well onto library shelves, especially because the normal aisle space between library shelf units is about thirty inches. The legal-size boxes overhang typical library shelves by about three or four inches and this makes for very narrow aisles. Not only that but library shelving usually has to be filled on both sides simultaneously to maintain balance. Filling it one side at a time, you run the risk of bringing it down on your head. If you are planning an archives from scratch, don't use library shelving unless you are fairly sure these shortcomings can be overcome. If you can find some easily adjustable industrial shelving, it's superior. It sits squarely on the floor and it supports a great deal of weight. Archival material tends to be very heavy and once you start stacking it on shelves you create all kinds of problems.

Servicing of Material

I will not dwell for long on the servicing of material except to say that servicing includes circulation and archival material does not normally circulate beyond the archives itself. There is usually some area set aside as a search room and the material is used there and not beyond. Access to the material can be a problem because what you are dealing with in a archives are original records from the parent organization's central offices. Much of the material will be confidential in nature and will remain so for some time, particularly if the records involve money matters, personnel matters and the like. So, understandably, the people who create those records and who have agreed to have them transferred to the archives don't want them used indiscriminately, and they don't want the information to be made public immediately. As a result, they normally place restrictions on access to and use of the records. In the U of T, for instance, the papers from the Office of the President are restricted for fifty years and this is a blanket condition. When people want to use papers of more recent years, they apply to me for access. I, in turn, contact the President and try to persuade him that their research is valid. The President generally has no objection to their use in such cases. He is usually willing to accept the recommendation of the archives, so the restriction is not really an impediment for the serious scholar. But it does discourage people who might want to use the papers for other purposes. You might say that this puts an awful lot of responsibility on the archivist and gives him too much descretionary power, and you are probably right. But I think it's the only way we can operate. We are, after all, trying to help the researcher and yet trying to protect the interests of the institution we serve as well. Somehow or other you have to find a compromise.

The question of copying material is another problem for many of the same reasons, as well as considerations of copyright, but I won't go into this matter here. Then there is the question of the reference use of an archives where the archivist is called upon to do research on behalf of members of the community.

The preparation of finding aids is something else we might consider. This could probably have been discussed under "processing", but usually when you process material you don't have much time to go beyond a fairly general description of it. The finding aid is usually a more detailed breakdown of the material and makes possible alternative avenues of access. It could, for example, provide access by subject to material that is physically organized by administrative function.

The Preservation and Restoration of Archival Material

The emphasis here is on preservation, which is primarily a preventive measure. Restoration is extremely expensive. There are very few persons in Canada who are adequately trained in the techniques of restoration, and their services, consequently, tend to be costly. So too are the conservation supplies and materials. The best answer is to prevent further deterioration of archival material you have. If you have a records program going, you are minimizing it already by bringing the materials in as soon as the administrators are finished with it. So part of the solution involves, first, storing the material in the right sort of environment, and that means temperature and humidity controls; it means fire-resistant shelving and secure facilities where access will be limited. It also means, as I mentioned earlier, storing and transferring incoming material from the containers which it came in - which are usually highly acidic, and which will transmit that acidity to the material - into boxes which are acid-free, that is, have a pH of seven or more. And this will include not only the boxes but the file folders that go into the boxes. Comparable boxes are also available for microfilm and most other types of archival material.

Question: What will happen to the material if it is not stored in the acid-free boxes?

Response: It will probably yellow and become brittle. A lot of research has been done in the States during the '60's and since on the question of paper impurities and the migration of paper impurities. Research at the Barrow laboratories in Virginia showed, among other

things, that manilla file folders are very acidic and if you store bond paper in contact with these compressed cardboard file folders for many years, the impurities will simply migrate from one to the other and increase the acidity level of the bond paper. This increase in acidity will cause the paper fibres to break down and make the paper very brittle. It will also cause it to become discoloured.

There is a tendency, I think, to exaggerate the seriousness of the problem. Some archivists are giving too much time and attention to this business of acid-free containers. It is essentially the documents that are in direct contact with the file folders which are in imminent danger. But over the years the impurities can migrate right through and affect other documents in the file as well. Also the atmosphere within the box containing the material tends to become permeated with sulphur derivatives which are harmful to the paper.

The only way to really eliminate the problem altogether is to neutralize the acidity of material in each individual box. At the moment this involves soaking the document in an acetone solution. There have been various attempts at a "vapour-phase" deacidification process but I don't think there is any yet that is entirely satisfactory. This involves putting a sachet of a neutralizing compound inside the box. As the compound breaks down, it makes the atmosphere of the box alkaline, and this has the effect of neutralizing the acidity of the box's contents.

The National Museum of Canada set up, a few years ago, something called the Canadian Conservation Institute which, at one point, was supposed to have regional offices right across the country. Their headquarters is in Ottawa. They managed to establish regional offices in the Maritimes and Quebec City, I think, and they were planning an office in the Prairies. They have since had cutbacks, however, and what they have been reduced to now is a fleet of vehicles which are going to travel across the country with conservators who can

give out information on preservation techniques. One thing the CCI still does, however, is make available such information free of charge and the brochures they produce are very useful. There is one on florescent lamps, for instance. You are probably aware that florescent lamps give off ultraviolet light and if you are going to store documents where they are exposed to florescent lighting, the lighting tubes should be shielded. There is also information on environmental monitors that can detect air pollutants within the archives. One of the worst exampls of poor atmospheric conditions involved the Public Archives of Canada, whose new building on Wellington Street was right across the river from a pulp and paper company which gave off large doses of sulphur dioxide. This was sucked into the PAC's ventilating system and circulated throughout the building. Not the sort of thing that you would want to encourage!

Question: Do you have any suggestions for storing newsprint and magnetic tape materials?

Response: Audio tape storage is a bit of a problem. There is a recent book available on this subject put out by the American Association for State and Local History. Research done so far indicates that the magnetic field is fairly stable. At one time it was thought that you had to store magnetic tape on wooden shelves because metal shelves might affect the recording, but apparently this is a minimal hazard. And also, storing near any magnetic field, such as electrical boxes and so forth posed a danger. This too has been largely discounted.

The other thing with audio tape is that the tape has to be fairly thick to prevent breakage and print-through of the recording from one layer to the next. Tape should also be backed with something like polyester. It is recommended that tape be 1.5 mil thick for archival purposes. If you acquire anything thinner than that, you should transfer it onto thicker tape. You should try to avoid cassettes as a medium for permanent retention. Anything intended for archival purposes should be recorded on heavy duty reel to reel tape at a speed not less than 3 3/4 inches per second.

Question: Is there not a kind of romantic luxury associated with archives? We are coming into an era where we will have to separate what is an artefact...and not everything must be kept for future purposes in its original form.

Response: Archives are going to have to stand, and be judged, on what they contribute. The fact is that they are not luxuries; they are involved in the whole question of records management, a device for improving administrative efficiency. Such programs force administrators to be more careful in how they handle records. Archives are not a luxury in terms of the use of staff time. If the records are organized well, as they will be if a records management program is in place, then people don't have to spend so much time getting the information they require.

As to the second part of the question, a lot of information is not being recorded in the traditional way any more, and that in itself poses a problem. The information is very often important and a permanent record should be kept. A specific example would be student grades at the U of T. Student grades are being put on computer. That's fine for now. What happens fifty years from now? Are those grades going to survive? Are they going to be useable, considering the hardware that is used to store them now and what will be available then? This is the problem we come up against. Archivists are concerned with two things basically: documents and information. We are not information scientists in the strict sense. Our information is related to documents, and we are concerned with the preservation of documents that could be a source of important information. We have to think of tangibility. And the fact is that we are looking not only forward but back. We have to take into account how records were traditionally kept, how information has been traditionally reported. If we are going to be a mirror of the past, we must faithfully reflect administrative practices as well as the information that was exchanged by means of documents.

Question: (not audible)
Response: But I don't regard them as romantic. But that is unfortunately the common view of archives - that they are a bit of a luxury and in times of tight money that they can be dispensed with - that they don't serve any useful purpose, except for a bunch of scholars. I guess it's sort of like the operation of the institution like O.I.S.E., which is regarded by some as a frill even now. And it's hard to make the point when people have closed minds - that it does hold its weight; that it is valuable. Society would be a lot les rich without it.

Question: (not audible)
Response: First of all, it's important that, no matter what level the archives is operating on, you should adhere to the basic archival principles of provenance and respect for the original order. Within that, the decision remains whether you are going to establish your own archives or whether you are going to make other provision for the material that you have generated over the years. It is sometimes a difficult decision. Some of the factors which should be taken into consideration are these:

Can you care for it properly?

Can you make it accessible to all the people who want to use it?

Those are two obvious ones, I think, and they may be the only two you should consider. One thing that more and more major existing archives are willing to do is to accept material on indefinite loan, temporary deposit. They will care for it; they will keep it under the best possible conditions. But they will not own it. If the organization that deposited it reaches the size or degree of wealth where it can afford its own archives, it can withdraw that material and use it as a nucleus for establishing an archives of its own. These arrangements have been made.

Comment: That would be useful for the Adult Education Association.
Response: I would think so.

Question: Is it possible that the City Archives might, as well?
Response: It might. Yes, I think the City Archives would. There

are risks involved, I suppose. But one thing against this practice is that there is a strong argument in favour of keeping the records within the organization that generated them because it gives the organization itself a sense of identity and a sense of interest - an historical perspective. If you divorce an institution from its records, it seems to exist only in the present. It doesn't seem to have any roots, for want of a better word. So that, I think, is a major hazard. Take, for example, the Community Colleges who do not have archives and would rather transfer their records to the Archives of Ontario. I don't agree with it, especially for community colleges which are trying to establish an identity. Without archives, neither countries, nor institutions, nor almost anybody else has any identity. Archives are a nation's pedigree. The surest way to wipe out a civilization would be to destroy its archives.

Question: When should records be forwarded to the archives?
Response: They shouldn't go in as long as they are still being used on a fairly regular basis in the office where they originated.

Question: Like the Presidents' Office. How quickly do you get them?
Response: We have the President's papers up to 1974-75, basically a five-year time lag. If the President does need the material transferred to us, we will send it back. Though strictly speaking, material coming into the archives remains there, this is a compromise we have to make. One of the advantages of the records analysis that I was telling you about earlier is that these sorts of questions associated with when records should be transferred can be solved in advance between the archivist and the administrator concerned. Simply discuss how often the stuff is used.

Question: Could we discuss...distinction (inaudible).
Response: What you say is quite true. Any statements of an organization's policies must be considered as fairly important documents. The inventory of existing records referred to earlier

would be extremely useful in helping you to identify other records of central importance. If you know what you have, it makes it a lot easier to appraise it. Then you can decide on the basis of the information the inventory provides.

The fact that records are old doesn't necessarily mean that they would be worth keeping. But if they are not too extensive and you can see that retaining them will serve some useful purpose, keep them.

Comment: I think...done (inaudible).
Response: That's right. There really has to be a statement. A statement ought to come from as senior a level as possible - a statement of the importance of records and archives to the institution, so that everyone on down the line will be impressed with that. Certainly records should be valued and kept - but not indiscriminately.

But getting back to the significance or insignificance of papers related to an agency. At the University of Toronto we have records of the individual accounts that were paid by the U of T (or the University of King's College) for the 1840's, '50's, etc. Now we obviously don't keep modern records of this type. Now they take the form of purchase orders and we don't need them. However, we kept the ones for the 1840's and '50's for what we consider very good reasons. They give an interesting profile of the University and the city. A complete picture is given of the University's dealings with local merchants and fuel supply companies and some interesting information given about wage rates and such. In short, some very valuable information. This relates again to what was said about appraisal, because it's not only the records that are important from the organization's point of view. You must anticipate the sorts of records that are going to be of use to a scholar. So you must look at your own records from an historical perspective, above administrative considerations.

Comment: It seems...letterhead, etc. (inaudible).
Response: That's right. There are so many things that you can get from one seemingly insignificant piece of paper. The letterhead, for example.

Question: When is microfilm used?
Response: Microfilm as a substitute for the original documents? Up until now I have been reluctant to use microfilm as a substitute for the reason that it's expensive to microfilm. If you have a records programme, and you are saving only the most important records anyway, it's just as cheap to keep the original. It has been in the past. When you reach a certain level of research, you have to go back to the original documents. This is where the distinction between documentation and information comes in. Documents provide a certain amount of evidential value, quite apart from the information that is contained in them. If you destroy the original document, you also very often destroy a certain amount of evidential value. A very significant addendum may be in light pencil that appears on the original and doesn't show up on the microfilm. That could be extremely significant and could be lost. Recourse to the original document also makes it easier to detect forgeries.

On the other hand, archivists are very interested in putting on microfilm, material that is very heavily used, material that is very valuable, and so forth, just so that there will be other copies available if something ever happens to the original. But that is not really substitutional microfilming. It is simply providing a backup. We are certainly not averse to microfilm, but not as a replacement.

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The Guide to Archives in the Toronto Area, for those of you who are not familiar with it, may be quite a revelation. It shows just how many organizations in this area do have archives, many of them private organizations.

. . .

Actually there are differences in approach between American archivists and Canadian archivists as well. In the United States a distinction

is made between records on the one hand, meaning the official records of the organization, and private papers on the other. The latter are usually called "manuscripts". In Canadian practice the distinction is not quite so rigid, or at least not so rigid that the two types of material are divided between different repositories. Differences between the Canadian and American approach are becoming blurred, however, as more archivists carelessly use library terms to describe archival material. Library science is largely an American development, and not surprisingly tends to emphasize a dichotomy between "records" and "manuscripts".

But "manuscripts" in an archival sense used to mean essentially textual documents, as opposed to photographs, etc. A preferable expression for private papers would probably be "personal records", "private records", "unofficial records", or something like that. Basically they are the same type of thing as "official" records. Just as a corporation's life has integrity to it, so too does an individual's, no matter how many activities he or she takes part in. His life is still an entity and the various activities have some interrelationship. Take, for example, the case of a university professor who becomes a politician. Which avocation is more important? If you start segregating the records of his university career from those of his political career, something is going to get lost, if only what might be a highly significant interrelationship between the two. If the individual's political career is considered to be of more significance than his university one, his papers might go en block to a government archives. If his university career is preeminent, then a university archives would seem more suitable. In any case, the papers should remain together.

Archives centering upon a particular discipline rather than a particular organization can be very harmful in encouraging the separation of private records from the official records with which they have the greatest affinity.

Question: Could you comment on the publicizing aspect of it?
Response: This is perhaps the most important thing in having an archives. We aren't doing as much as we should in this regard. If you are going to have the material, you have got to let potential researchers know that it is there. There are a certain number of ways of doing that. There is, of course, what is known as the "Union List of Manuscripts in Canadian Repositories", a Canada-wide inventory of textual records (essentially private papers) held by various archival repositories. It is far from complete, but it's not bad. It's useful. There are comparable things being put out by the Public Archives in the area of photographs and plans. The first in the series of comprehensive photographc inventories just appeared last year and the one on architectural drawings should be coming out this year.

There are other ways of letting people know what you have. The Canadian Historical Review publishes a section called "Archives Notes" in which new accessions of archives are reported on. The American Archivist, the journal of the Society of American Archivists, also prints news of Canadian repositories. And there are other professional journals. There are journals in the History and Philosophy of Science, for example, and in other research-oriented disciplines.

There is a project by the Toronto Area Archivists Group to do an Ontario-wide inventory of archival material relating to various regions of the province. I can see similar sorts of things being done in the area of Adult Education. For example, if someone wanted to do an archival "bibliography" throughout the province so that all the holdings of the various archives which hold material relevant to Adult Education could be reported.

Steps are being considered to improve the present reporting mechanism. A Consultative Group on Archives was appointed by the Social Sciences and Humanities Research Council (formerly the Canada Council), to report and make recommendations on the state of the country's archives. The Chairman of that committee is Ian Wilson, who is the provincial

archivist of Saskatchewan, and the report is due any time. One of the recommendations of that group is the creation of a network of archives across the country so that their holdings would be better publicized throughout Canada.

Question: (inaudible)
Response: The difficulty with that, I think, is that it might lead to the notion that the archivist should arrange his material by subject instead of function. Let me just take women's history as an example. Women's history courses have been very big in the past few years and therefore there has been some agitation for the establishment of archives of women's history. That, I think would be very awkward and might even prove counterproductive. For instance, a particular woman may have been the first professor of such and such subject. It doesn't make any sense to remove her records from the university where her career developed. And it doesn't make any sense to divide them up. It makes more sense to have them associated with her career than with the fact she was a woman. I concede that an argument for "women's archives" might be made in the case of a woman who was self-employed or who had no strong institutional attachment.

Question: (inaudible)
Response: Yes. I would prefer it not to be broken up at all. Women who were interested in doing a history of women would simply be made aware that this woman's papers were here at the archives.

Comment: I mean copies of the record.
Response: Copies, yes. If you have some sort of bibliography of the sources for women's history, this would be one way of getting around it. Copies of the actual papers could be deposited elsewhere.

Comment: Some of the finding aids too...helpful (inaudible).
Response: This is essentially what the Union List of Manuscripts tries to do. It would list, for instance, almost all the documents relating to a particular individual or group. These, of course, are just Canadian respositories that are being reported on.

Question: Are there...happen (inaudible).
Response: Yes. It's just amazing. Things turn up in them most unexpected places. We recently found an inventory of the artefacts in the King's College Museum in 1856 among fairly recent records transferred to us by the Faculty of Medicine. A cache of University correspondence dating from 1825 was found in the basement of Simcoe Hall. It is amazing what has survived and where it turns up.

A word or two in closing about the archival profession in Canada. The Asso iation of Canadian Archivists produces a journal called Archivaria. The Association itself has a membership of around four hundred people, and its membership is open to anyone. There are two types of membership: a general membership for people who are just interested in archives and a professional one for those working as archivists. Archivaria is really quite a good publication. It deals with archival subjects as they relate to Canadian archives mostly, although there have been international articles and issues. If any of you want more information, there are a few brochures here that you can have.

I'm very glad to see this interest in archives. It has been neglected for a long time. So the more you can do, the better. Organizations must begin to assume responsibility for their own records. No one else can do it for them.

APPENDIX B

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